EGMA-34698
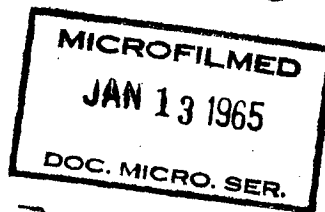
Chief of Station, Vienna
    Attn: [   ]
Chief of Base, Munich   28 May 1958

                                         INFO: Chief, EE

GRARB/OPERATIONAL

Training Program for ARB Agents

1. In June ARB plans to initiate training of all active agents including
W/T agents in general trade-craft and pertinent PM activity such as Air Reception
and Caching according to their actual operational needs. It is believed that both
W/T agents and organizers can be trained concurrently in a series of regularly
scheduled meetings; if, however, this is not possible, W/T agents, being the
most valuable of the two types of assets, will receive priority on all training
schedules. This training will in no way be allowed to interfere with agent's
W/T training.

2. The tentative training schedule conceived by ARB is based almost exclusi-
vely on the Guide to Instruction in Basic Tradecraft (EGMW-4532, 7 August 1957)
which case officers plan to use as a syllabus, in compliance, of course, with
security requirements listed in quoted reference. It is assumed that not all
agents will require training in all topics of instruction, e.g. W/T operators
and sub-agents such as GRREPAIR-11 and GRREPAIR-16 in most cases will not be
taught the same things taught organizers, but those W/T agents (or organizers)
who show superior ability and sound motivation will be taught more than their
less capable colleagues. Training will be tailored to each individual's needs,
abilities, motivation and interest. For convenience in assessing agent progress,
training has been divided into three phases (See Attachment #1).

3. Phase I contains basic instruction in topics with which all agents must
be familiar in order to carry on secure contact with his case officer, and to
conduct his other operational activities in a secure manner, i.e. security, basic
clandestine communications, and reporting. Phase I, however, will be devoid of
all instruction which might be peculiar to ODYOKE (as of course will all training
whenever possible). It is anticipated that Phase I material will be taught any
agent having an operational clearance. Phase II will contain advanced instruction
in communications and security as well as training in agent acquisition (spotting
and assessing). This phase will be given only to agents who in addition to being
fully cleared have also been assessed by case officer and Headquarters. Phase III,
consisting of PM type courses, will not be given until instruction in the other
two phases has been completed, i.e. about one and one-half years. Exceptions to
this general rule will be caching and air reception so will be

4. Training will be a combination of agent/case officer discussion, private study, and where possible practical application and field training. Discussion would be used to develop salient features of topics under consideration and to clear up questions in agent's mind. Reading material given to agent for private study will consist of training briefs and commercial "spy" literature which has been evaluated by case officers. Each agent will be expected to apply the security practices, communication methods and reporting techniques he learns in his contact with case officer. Training in some things such as Dead Drops and surveillance can be illustrated by practical exercises.

5. It is believed that the program thus outlined will serve not only to increase agents' efficiency, but boost agents' morale. Each agent's training progress in the main categories listed in the attached outline will be indicated on a Master Chart (See Attachment #2).

Approved:

Attachments:
1. Training Outline-Phase I, II & III
2. Training Chart

Distribution:
3 - Vien w/Atts 1 & 2 (in trip)
2 - EE w/Atts 1 & 2 (in dupl)

TOPIC OUTLINE FOR TRAINING -- PHASE I

A. Introduction to Clandestine Activity

    1. Nature of Clandestine Activity
    2. Characteristics of Clandestine Activity
    3. Principles of Organization for Clandestine Activity
    4. The Operational Environment

B. Security

    1. Introduction
    2. Personal Security
    3. Organizational Security
    4. Operational Security
    5. Cover
    6. Concealment
    7. Compartmentation

C. Clandestine Communications

    1. Introduction
    2. Personal Meetings

        a. Selection of meeting site
        b. Establishment of meeting time and meeting place
        c. Approach to meeting place
        d. Contact point
        e. Recognition signals
        f. Safety signals
        g. Security
        h. Cover

    3. Dead Drops
    4. Open Mail

D. Reporting

6-124 27/3
D 6-6-38

TOPIC OUTLINE FOR TRAINING -- PHASE II

A. Advanced Introduction to Clandestine Activity (Basic organizational elements.)

B. Security (Review of material covered in Phase I)

C. Clandestine Communications

    1. Planning the communications system
        a. Control
        b. Flow
        c. Continuity
        d. Security

    2. Means of clandestine communications
        a. Personal meetings (review of topics covered in Phase I)
        b. Cutouts
            (1) Intermediaries
                (a) Live drop
                (b) Courier
                (c) Accommodation Address
            (2) Cutout devices
                (a) Dead drop
                (b) Moving dead drops
                (c) Mail
                (d) Advertisement
                (e) Telephone
                (f) Telegram and radiogram
                (g) Radio

D. Agent Acquisition

    1. Operational analysis
        a. Operational objective
        b. Analysis of operational objective

    2. Spotting
        a. Operational use
        b. Description
        c. Background
        d. Motivation
        e. Security risk
        f. Potential routes of access
        g. History of contact

    3. Investigation of potential agent
        a. Type of information desired (PRQ information)
        b. Sources of Personality Information

    4. Agent selection

TOPIC OUTLINE FOR TRAINING -- PHASE III
(Tentative*)

A. Air Reception

B. Weapons Familiarization
   (Operation and care of specific pistols, rifles and sub-machineguns)

C. Sabotage

D. Resistance

E. Map and Compass Reading

F. Survival

G. Unarmed Defense for the Individual

H. Psychological Warfare

I. Caching

*Topics covered in this phase are subject to further discussion, consideration and expansion before final implementation. It is expected that it will be at least a year before any agent enters this phase of training.

6-124-77/5

AGENT TRAINING PROGRESS CHART

1. The number in the upper left corner of the square indicates the number of hours training an agent has received in a given subject.

2. The number - if any - in the lower right corner refers to a footnote remark.

3. Cross-hatching indicates that agent is not to receive the training referred to.